

The Ultimate Guide to Buying Office Furniture

3 Things To Consider Before You Buy



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Choosing the right furniture for your commercial office space is affected by several factors. And while it can be daunting with so many options to choose from, it doesn't have to be. Long term benefits for your employees, your culture and your budget are critical to your business. The furniture you choose should help your employees work more efficiently and comfortably, encouraging an enjoyable and healthy work environment. It should also provide flexibility for future growth and longevity in style. Office furniture is a significant purchase, but it should be looked at as an investment in your company.



Just as every company is unique, there is no one-size-fits all answer. And it's for this reason we have created this guide: to help answer common questions as it pertains to office furniture purchases.

OFFICE FURNITURE IS AN INVESTMENT

One of the first mistakes people make when purchasing new office furniture is focusing on cost first. Office furniture runs the gamut of prices, so it's common to feel a jolt of sticker shock during the selection process. But, remember that prioritizing quality and durability will be well worth the time and investment. While it's tempting to purchase less expensive furniture to save money now, it's wiser and healthier for your bottom line to invest in a lasting long-term solution.



If your budget is limited, invest in the high-traffic, high-visibility parts of the office such as workstations, conference rooms and reception areas - and save money in less-frequented sections. If new office furniture is simply out of reach, COCRE8 Interiors can look at your entire project and provide value engineering options, which often find cost savings elsewhere.



The average chair that is used 40 hours per week should last an average of seven to ten years.

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CONSIDER EMPLOYEE COMFORT

There have been many studies done on employee productivity. An inviting and comfortable workspace not only enhances efficiency, but also boosts morale, retention and talent acquisition. Employee comfort should be a major priority in your purchase decisions. Employees spend long hours at their workspace, so invest in workstations and chairs with ergonomic features like lumbar support, adjustable armrests, and countered seats make a big impact on employee satisfaction. Ancillary items, storage, lighting, some amount of privacy and sound insulation also create a functional and pleasant work environment.

Create spaces that contribute to employee comfort outside of the workstation such as relaxing breakout and lounge areas. These rooms can provide more of a “Resi-mercial” feel and are far less formal than traditional meeting rooms. They create a warm, casual environment for employees to meet, socialize and get creative.

HAVE A LONG TERM STRATEGIC PLAN FOR YOUR FURNITURE

It is expected that your company, employees and space needs will change over time and should be included as part of your overall corporate strategic planning needs. It needs to be scalable for growth and/or contraction. A good place to start is to evaluate your staff size and current office layout. How do you see it changing in the future? Will you need more space for collaboration, or private offices for executives? Will you need to add more workstations? Do you desire a “healthier” option such as height adjustable desks? Would benching systems open up more space? After you’ve evaluated these things, ask what you can buy now and what could be deferred. Develop a strategy that supports your business now and in the future. Be sure to keep technology and equipment evolution into your strategy.



Section 179 of the IRS tax code allows businesses to deduct the full purchase price of qualifying equipment and/or software purchased or financed during the tax year.



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